

## Winchester City Council

# Equality Impact Assessment Template (EqIA)

### Section 1 - Data Checklist

When undertaking an EqIA for your policy or project, it is important that you take into consideration everything which is associated with the policy or project that is being assessed.

The checklist below is to help you sense check your policy or project before you move to Section 2.

		Yes/No	Please provide details
1	Have there been any complaints data related to the policy or project you are looking to implement?	No	
2	Have all officers who will be responsible for implementing the policy or project been consulted, and given the opportunity to raise concerns about the way the policy or function has or will be implemented?	Yes	
3	Have previous consultations highlighted any concerns about the policy or project from an equality impact perspective?	No	
4	Do you have any concerns regarding the implementation of this policy or project?  <i>(i.e. Have you completed a self-assessment and action plan for the implementation of your policy or project?)</i>	No	
5	Does any accessible data regarding the area which your work will address identify any areas of concern or potential problems which may impact	No	

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		Yes/No	Please provide details
	on your policy or project?		
6	Do you have any past experience delivering similar policies or projects which may inform the implementation of your scheme from an equality impact point of view?	Yes	Complexity of information is not easily understood by non planning professionals in order to apply in the submission of planning applications. The information has also not been easily accessible.
7	Are there any other issues that you think will be relevant?	No	

## Section 2 - Your EqIA form

Directorate:	Your Service Area:	Team:	Officer responsible for this assessment:	Date of assessment:
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	Question	Please provide details
1	What is the name of the policy or project that is being assessed?	Local Validation List
2	Is this a new or existing policy?	Existing
3	Briefly describe the aim and purpose of this work.	Since 2008 Local Planning Authorities have been required to publish a list of information they require to “validate” the planning applications they receive. The local validation checklist should be reviewed and published bi-annually as required under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3, Article 11 (3) (d). By adopting this updated Local Validation List the council will meet its statutory legal obligations. The purpose of this work is to fulfil the requirement to update and re publish.
4	What are the associated objectives of this work?	Validation is a statutory process formally confirming when an application is considered to have met the statutory or local requirements in order that it may be advertised and assessed by the Local Planning Authority. Linking the right validation requirements to different types of applications delivers the policies of the adopted Local Plan through the implementation of development.
5	Who is intended to benefit from this work and in what way?	Agents, applicants, officers, consultees.
6	What are the outcomes sought from this work?	A key part of the development process is to seek early and open engagement with developers and guide the content and shape of their application and so a key aim for this new Local Validation List is to assist in the end to end delivery of

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		the Local Plan and High Quality development.
7	What factors/forces could contribute or detract from the outcomes?	None
8	Who are the key individuals and organisations responsible for the implementation of this work?	Service Lead Built Environment
9	Who implements the policy or project and who or what is responsible for it?	Local Planning Authority, Planning Delivery and Implementation Manager and Planning Officers

		Please select your answer in <b>bold</b> . Please provide detail here.		
10a	Could the policy or project have the potential to affect individuals or communities on the basis of race differently in a negative way?	Y	<b>N</b>	
10b	What existing evidence (either presumed or otherwise) do you have for this?			
11a	Could the policy or project have the potential to affect individuals or communities on the basis of sex differently in a negative way?	Y	<b>N</b>	
11b	What existing evidence (either presumed or otherwise) do you have for this?			
12a	<p>Could the policy or project have the potential to affect individuals or communities on the basis of disability differently in a negative way?</p> <p><i>you may wish to consider:</i></p> <ul style="list-style-type: none"> <li>• <i>Physical access</i></li> <li>• <i>Format of information</i></li> <li>• <i>Time of interview or consultation event</i></li> <li>• <i>Personal assistance</i></li> </ul>	Y	<b>N</b>	Providing the requirements of the Local List has an associated cost but is minor in proportion compared to the cost of the development in most cases. It would already be a requirement but the Local List ensures that it is front loaded into the process.

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	<ul style="list-style-type: none"> <li>• <i>Interpreter</i></li> <li>• <i>Induction loop system</i></li> <li>• <i>Independent living equipment</i></li> <li>• <i>Content of interview)</i></li> </ul>			
12b	What existing evidence (either presumed or otherwise) do you have for this?			
13a	Could the policy or project have the potential to affect individuals or communities on the basis of sexual orientation differently in a negative way?	Y	N	
13b	What existing evidence (either presumed or otherwise) do you have for this?			
14a	Could the policy or project have the potential to affect individuals on the basis of age differently in a negative way?	Y	N	Only in so far as the use of IT digital methods and web based information can exclude those who are not able or cannot use IT.
14b	What existing evidence (either presumed or otherwise) do you have for this?			
15a	Could the policy or project have the potential to affect individuals or communities on the basis of religious belief differently in a negative way?	Y	N	
15b	What existing evidence (either presumed or otherwise) do you have for this?			
16a	Could this policy or project have the potential to affect individuals on the basis of gender reassignment differently in a negative way?	Y	N	
16b	What existing evidence (either presumed or otherwise) do you have for this?			
17a	Could this policy or project have the potential to affect individuals on the basis of marriage and civil partnership differently in a negative way?	Y	N	
17b	What existing evidence (either presumed or otherwise) do you have for this?			

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18a	Could this policy or project have the potential to affect individuals on the basis of pregnancy and maternity differently in a negative way?	Y	N										
18b	What existing evidence (either presumed or otherwise) do you have for this?												
19	Could any negative impacts that you identified in questions 10a to 15b create the potential for the policy to discriminate against certain groups on the basis of protected characteristics?	Y	N										
20	Can this negative impact be justified on the grounds of promoting equality of opportunity for certain groups on the basis of protected characteristics? Please provide your answer opposite against the relevant protected characteristic.	Y	N	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Race:</td></tr> <tr><td style="padding: 2px;">Sex:</td></tr> <tr><td style="padding: 2px;">Disability:</td></tr> <tr><td style="padding: 2px;">Sexual orientation:</td></tr> <tr><td style="padding: 2px;">Age:</td></tr> <tr><td style="padding: 2px;">Gender reassignment:</td></tr> <tr><td style="padding: 2px;">Pregnancy and maternity:</td></tr> <tr><td style="padding: 2px;">Marriage and civil partnership:</td></tr> <tr><td style="padding: 2px;">Religious belief:</td></tr> </table>	Race:	Sex:	Disability:	Sexual orientation:	Age:	Gender reassignment:	Pregnancy and maternity:	Marriage and civil partnership:	Religious belief:
Race:													
Sex:													
Disability:													
Sexual orientation:													
Age:													
Gender reassignment:													
Pregnancy and maternity:													
Marriage and civil partnership:													
Religious belief:													
21	How will you mitigate any potential discrimination that may be brought about by your policy or project that you have identified above?	<p>We will always ensure that customers who have trouble with IT will have access if requested to other formats.</p> <p>People with sight impairment will receive an improved experience as we have designed the new Local List in a format for web viewing and so will use the same format as the WCC website with easy to use drop down categories.</p> <p>People with low reading ability will receive an improved experience as we have written the requirement in plain English and have given links to all relevant information for really easy reference. We also offer a pre application service should customers need additional help understanding the</p>											

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		requirements and preparing applications. People who do not speak English as a first language are supported with our translation service.		
22	Do any negative impacts that you have identified above impact on your service plan?	Y	<b>N</b>	

Signed by completing officer	Lorna Hutchings
Signed by Service Lead or Corporate Head of Service	Julie Pinnock